



**OPEN EXAMINATION BULLETIN  
PHARMACEUTICAL CONSULTANT II,  
DEPARTMENT OF HEALTH SERVICES (SPECIALIST)  
CONTINUOUS TESTING**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**WHO SHOULD APPLY:** Persons who meet the minimum qualifications (entrance requirements) as stated. This is an open examination. Applications will NOT be accepted on a promotional basis.

**HOW TO APPLY:** Applications are available and may be filed in person or by mail with:

**DEPARTMENT OF HEALTH SERVICES                      (916) 657-1423  
714 P STREET, ROOM 850                                      TDD (916) 657-3042  
P.O. BOX 942732  
SACRAMENTO, CA 94234-7320**

***DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD***

To learn more about the job and testing arrangements, contact the testing office shown above.

**SPECIAL TESTING INFORMATION:** If you have a disability and need special arrangements, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

**FINAL FILING DATE:** There is no final filing date. Filing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

**SALARY RANGES:**            \$5048 - 6323 per month.

**POSITION DESCRIPTION:** Incumbents at this level function as staff specialist who develop policies for pharmaceutical services and benefits provided under medical care programs of the Department of Health Services; coordinate the development and promulgation of Department policies and regulations regarding the administration and reimbursement of drug-related programs and services and prescribing, procuring, manufacturing, and dispersing drugs; **propose legislation**; analyze legislation and make recommendations; prepare cost containment proposals and budget analyses and serve as consultants on critical issues within the Department of Health Services. In the licensing and certification function of the Department, incumbents are assigned a geographical area with multiple district offices and provide guidance and consulting services to staff and health facilities' operators on drugs and drug utilization, pharmacy practice, and pharmaceutical services which are required in health facilities including administrative, distributive, and clinical functions.

Positions are anticipated in Sacramento.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s) and range (if applicable). College course information **MUST** include: title, semester or quarter units, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

**MINIMUM QUALIFICATIONS:** Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc.

Possession of a valid certification of registration in pharmacy issued by the California State Board of Pharmacy. **And**

**Either I**

Two years of experience performing the duties of a Pharmaceutical Consultant I, Department of Health Services.

**Or II**

Three years of experience within the last five years in the practice of community or hospital pharmacy (exclusive of internship) including one year of administrative, supervisory, or consultant experience either as owner or manager of a pharmacy, in a public health or welfare agency, or as a Chief Pharmacist in a medical clinic or hospital. (Experience as a registered pharmacist in teaching, research, or drug manufacturing may be substituted for up to one year of the required general experience.)

**DESIRABLE CHARACTERISTICS:** Willingness to travel throughout the State.

**EXAMINATION INFORMATION:** A candidate may be tested only once during any testing period. The testing periods for this examination are **January 1 through December 31.**

#### EDUCATION AND EXPERIENCE – WEIGHTED 100%

This examination utilizes an evaluation of education and experience (E&E) weighted 100% and is based solely upon information provided on the application. Information provided in the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Resumes and/or attachments are encouraged and special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope and minimum qualifications. When appropriate, provide specific examples that demonstrate the depth, breadth, and difficulty of an assignment as well as the level of independence and responsibility.

**SCOPE:** In addition to evaluating the candidates relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:

#### KNOWLEDGE OF:

1. Drugs and medical supplies required in the operation of pharmacy and health care facilities.
2. Pharmaceutical chemistry, pharmacology and toxicology.
3. Drug utilization review and pharmaco-economics.
4. Economics of the pharmaceutical industry.
5. Drug purchasing, pricing, and inventory control.
6. Policies, standards, and regulations applicable to the pharmaceutical programs and services, State Board of Pharmacy, California and Federal code of regulations.
7. Principles of interrelationships of Federal, State, and local professional and voluntary health and welfare agencies, and of programs and services of such agencies.

#### ABILITY TO:

1. Recognize, assess, and develop solutions to problems involved in the pharmaceutical aspects of medical care programs.
2. Evaluate the quality and scope of pharmaceutical services provided under the program.
3. Interpret and apply policies and standards for the pharmaceutical aspects of medical care programs.
4. Analyze policy and budgetary situations accurately and take or recommend courses of action.
5. Report on the effects of proposed changes in the pharmaceutical aspects of the programs.
6. Communicate effectively.
7. Formulate policies and standards for the pharmaceutical aspects of medical care programs.

**ELIGIBLE LIST INFORMATION:** Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERAN'S PREFERENCE:** Veterans preference credits will not be granted in this examination.

### GENERAL INFORMATION

**Applications** are available at the State Personnel Board office, through the Internet at <http://www.spb.ca.gov>, at local offices of the Employment Development Department, and the Department noted on this bulletin.

**If you meet the requirements** stated on this announcement, you may take this examination, which is competitive. All candidates who meet the minimum qualifications will be ranked according to their depth and breadth of experience.

**The Department of Health Services** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order:

1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

The California Relay (Telephone) Service for the Deaf or Hearing Impaired:

MCI From TDD: 1-800-735-2929 MCI From VOICE TELEPHONE: 1-800-735-2922

Sprint From TDD: 1-888-877-5378 Sprint From Voice Telephone: 1-888-877-5379